

9 December 1981

MEMORANDUM FOR: DDA Budget Officer

ATTENTION:

FROM: Chief, Budget and Fiscal Branch, EO/OL

SUBJECT: Travel Reduction Plan

REFERENCE: DD/A 81-2426/1 dtd 25 Nov 81, same subj

1. In response to the referenced memorandum, the Office of Logistics (OL) travel plans for FY 1982 presently calls for a reduction of 37 trips from the FY 1981 level. This reduction will be accomplished by using GTR's to the maximum extent possible. In addition, all trips will be scrutinized by the Executive Officer, OL on behalf of the Director of Logistics to ensure that each trip is necessary and to make certain that the number of travellers to each location are held to a minimum.

2. In view of our stringent travel funds for FY 1982, we will in effect save some \$20,000 as compared with our FY 1981 travel budget. This reduction emanates from having fewer trips in FY 1982 than in FY 1981, therefore, we are not reflecting any dollar savings to our existing FY 1982 travel budget.

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